

UNIVERSITY OF

Health Sciences Library, University of Calgary 3330 Hospital Drive NW, Calgary T2N 4N1 403.220.6855 | hslibr@ucalgary.ca https://library.ucalgary.ca/guides/hsl/citationmanagementtools

ENDNOTE ONLINE (free version) QUICK GUIDE

Create your EndNote Online account:

Web of Science users (recommended for UC users) Sign in to the Web of Science and click the EndNote link from the top menu bar. Register with a ucalgary email address and follow the prompts to create an Endnote Online account.	Web of Science (p.33): Web of Science indicators EndNote Publions Kopernio Web of Science indicators
	Select a database Web of Science Core Collection 💌
EndNote Basic users If you do not have access to Web of Science, go to: myendnoteweb.com and sign up for a free account.	Email address Not a member yet? Aassword Forgot password? Sign in Sign in Sign in Sign in Sign in Sign in Sign in Sign in Sign in

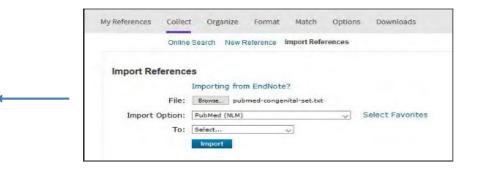
Navigate the EndNote Online interface:

Clarivate EndNote			0		III e		
y References Collect Organ	nize Format Match Options	Downloads M	enu: Options for collecting	or organizing references			
Search panel							
Quick Search	MT and depression Show 50 per page ~		He - Page 1	Reference list panel	Sort by icon		
Search	All DPage Add to grou	p v	Copy To Quick List Delete Remove from Group	3	Sort by: First Author A to Z		
My References All My References (294)	Author	Year	Title				
(Unfled) (1) Quick List (0) Trash (0) ▼ My Groups Corporate author (8) Duplicates (22)	Archer, S.	2015	D15 The effect of creative psychological interventions on psychological outcomes for adult cancer patients: a systematic review of randomised controlled trials Psychonocology Added to Library, 11 Mar 2019 Added to Library, 11 Mar 2019 Last Updated: 11 Mar 2019 Online Link+ Go to URL Go dutative				
Government documents (7) MT and autism (33) MT and depression (67) Music therapy (124) Newspapers (3)	Assi, H.	2018	Sensitivity to sounds in sport-related co Sci Rep Added to Library: 15 Feb 2019 Last Update Online Link+ Go to URL End & Iul 😵 Get full text]	ncussed athletes: a new clinical presentation of d: 05 Mar 2019	f hyperacusis		
Road rage (35) & Saved PDF (5) Test Lite	Baker, F. A.	2019	PDF's Fidelity in a Music Therapy Mi n Fidelity Protocol J Music Ther Added to Ubrany: 15 Feb 2019 Last Update Online Link+ Go to URL		People Living With Dementia: The MIDDEL Project		
or oups parier	Bautrant, T.	2018	Impact of Environmental Modifications to J Am Med Dir Assoc Added to Library, 15 Feb 2019 Last Update Online Link+ Go to URL B & M & Onet Mites]	e Enhance Day-Night Orientation on Behavior of d: 11 Mar 2019	Nursing Home Residents With Dementia		
	Dehm, K.	2014	Arts therapies for anxiety, depression, ar Evid Based Complement Alternat Med	nd quality of life in breast cancer patients: a system	stematic review and meta-analysis		

- Search Panel: Quickly search your references
- My References Panel: Navigate your organized groups
- Reference List panel: Displays a list of references in selected group (with UofC Get full text link)

Importing References:

EndNote Online is capable of importing references saved in consistently tagged plain-text format. Below are set of instructions for importing from various databases.



PUBMED:

- 1. Search and select each reference needed. Select **Send To** in the top right.
- 2. Select Citation manager and choose Create File.
- 3. Select Save File (selected references are saved as .nbib files)
- 4. Within Endnote Web select Collect > Import References
- 5. Locate the saved file from step 3 and choose Import Option: PubMed (NLM) > Import

MEDLINE:

- 1. Search and select each reference needed. Select **Export** from the results menu bar.
- 2. Choose Endnote from the Export To menu and select Complete Reference. Click Export.
- 3. Select Save File(selected references are saved as .cgi files)
- 4. Within Endnote Online select Collect > Import References
- 1. Locate the saved file from step 3 and under Import Option: choose Medline OvidSP > Import

CINAHL (one of the many EBSCO databases UofC subscribes to):

- 1. Search and then click Add to Folder (blue folder icon) for each reference needed.
- 2. Go to Folder from the top menu or the right hand column.
- 3. Select references for export and then choose Export.
- 4. Choose Direct Export in RIS Format. Select Save.
- 5. Within Endnote Online select **Collect > Import References**
- 6. Locate the saved file from step 4 and choose Import Option: RefMan RIS > Import

GOOGLE SCHOLAR:

- 1. In Google Scholar, first go to Settings > under Bibliography Manager, choose Show links to import citation into > choose Refman > click Save
- 2. Go back to Google Scholar search page > select a reference by clicking Import into Refman
- 3. Select Save File (selected reference is saved as .ris file)
- 4. Within Endnote Online select Collect > Import References
- 5. Locate the saved file from step 3 and choose Import Option: RefMan RIS > Import
- Import multiple references by clicking on the star icon at the bottom of each reference. A gmail account is required to do this. After selecting references, go to the My Library icon > choose Import Option: RefMan RIS > Import

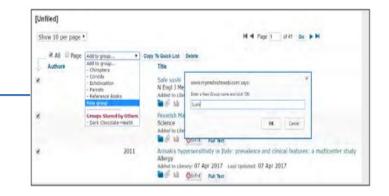
Use the **Capture Reference** feature for online resources that do not have options for direct export. Capture Reference scans the bibliographic information presented on a Webpage and creates a reference for you to save to a new or existing group.

Gia to EndNote		Clies
Capture New Referen	C.8	
	e.com 💿 EndNote	
Bibliographic Fields Optic	onal Fields	
Groups:	Add or remove	
Bibliographic Fields:	At least one of the fields must be filled out.	
Reference Type:	Book 🔻	
Author:	American Psychological Association	
	Use format Last Name, First name. Enter each name on a new line.	
Title:	Publication Manual of the American Psychological Association	
Year:	9009	
Series Editor:		
Series Title:		
Place Published:		
Publisher:	American Psychological Association (APA)	

Organize and Share your references:

Create Groups

Organize references in a way that works for you. Select the references you want to group. Click on **Add Group** from the drop-down menu and select **New Group**. Give it a name and click OK.



Share references with other EndNote Online users

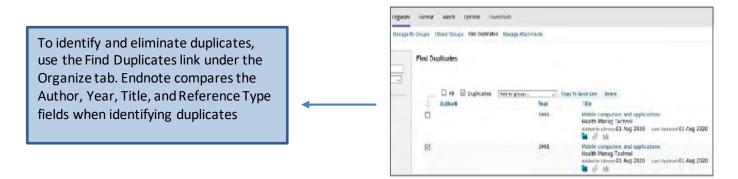
Use the **Manage My Groups** link under the Organize tab. Click the **Manage Sharing** button next to the group you'd like to share. Enter the email addresses of the people with whom you'd like to share. Choose whether to give your colleagues **Read-only** access, **or Read & Write** access. Click Apply.

- **Read-only** access allows designated users to view references, use them in Word documents, or copy them to their own library.
- Read & Write access allows the designated user to do everything allowed with read-only access, as well as editing, adding, or deleting.

My Groups ♣		Number of References	Shar	e
Barefoot running		20		Manage Sharing
Digital health		88		Manage Sharing
 Injury		28		Manage Sharing
🖳 Librarians		15	1	Manage Sharing
pdf		1		Manage Sharing
Research writing		18		Manage Sharing

 ▼ My Groups Chiroptera (22) ▲
 Groups Shared by Others Dark Chocolate-Health (109)

Understanding icons: Groups that you are sharing with others display the **Share** icon. When another user shares a group with you, it appears under **Groups Shared by** Others.



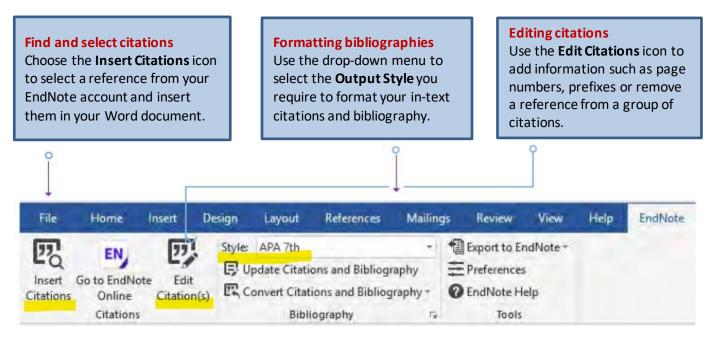
Use Cite-While-You-Write:

Download the **Cite-While-You-Write** plug-in to insert references and format citations and bibliographies automatically when working with documents in MS Word.

Download the **Cite-While-You-Write** plug-in according to your system requirements. **Note**: If you are an Endnote desktop user, <u>do not</u> install the plug-in as it is automatically installed.

My References	Collect	Organize	Format	Match	Options	Downloads
Cite W	hile You V	Vrite™				
Find ou	ut why End	Note is the i	ndustry lea	ader in bib	liographic f	ormatting.
		ented* Cite automatica				eferences, and format cit in Word.
See In	stallation I	nstructions a	and Systen	n Requirer	ments.	
	Download	l Windows w l Windows N l Macintosh				n

Within Word go to the **EndNote tab** > go to **Preferences** > **Application** tab > select **Endnote Online.** You may be prompted to enter your Endnote Online **login**



Manuscript Matcher:

	Mythornos Laffert Organiz Format Mage Options (Interfault
Use the Manuscript Matcher to find the right journal for submitting your manuscript.	Find the Best Fit Journals for your Manuscript #wwwwebbymes of source Enter your Manuscript Details: *Tale First Station: She pay weathing an example to an example of the segment
Click on the Match tab Enter the title and abstract of your manuscript Click Find Journals	Tequired Tequired Tequired Termin Ter



Further Help:

Health Sciences Library

- EndNote Research Guide: Citing and Writing in the Health Sciences
- Email: hslibr@ucalgary.ca
- Phone: 403-220-6855
- EndNote Instructor: <u>Lourdes Yturzaeta</u>

EndNote Online webpage:

- Endnote Online Tutorials
- EndNote Technical Support